

12 January 1953

40-150-1

PERSONNEL DIRECTOR MEMORANDUM NO. 1-53

SUBJECT: Vital Materials Program

1. Nature of Program

a. The preservation in an emergency of key documents and records essential to continued operations is a matter of utmost concern to the Personnel Office. Accordingly, it is a responsibility of each member of the Personnel Office to be familiar with the principles and established procedures of the Vital Materials Program.

b. The CIA Vital Materials Program assists Agency offices in:

(1) Determining which documents and records are necessary for carrying on essential Agency functions,

(2) Maintaining a reserve of equipment needed for continued operations, and

(3) Having at their disposal, a storage place for vital materials.

c. Under the present plan, facilities for storing and, where necessary, reproducing vital documents are readily available to the Personnel Office.

Ex O per 37-53

d. The Research and Planning Staff has recently completed a comprehensive survey of the Vital Materials Program as it relates to the Personnel Office. The results of this survey indicate a need for:

(1) Orienting members of the Personnel Office as to the general requirements of the program, and

(2) Instituting workable schedules for defining, processing, and maintaining review of material applicable to the Vital Materials Program.

2. Selection Criteria

a. In reference to paragraph 1 b (1), a set of criteria have been established. These are not intended to be strictly limiting in respect to specific material, but are designed to serve as a guide for determining what personnel materials are vital in terms of this program. They are as follows:

(1) Records essential to the identification of CIA personnel (including position title and office assignment)

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- (2) Material relating to basic qualifications of Agency employees
- (3) Material defining essential organizational structure of the Personnel Office
- (4) Basic procedural material
- (5) Rosters of possible reserve personnel
- (6) Material considered vital from a research or historical viewpoint.

b. In selecting documents and records consideration is also given to other factors such as the form of material best suited for deposit and the utility of the data from a current standpoint.

3. Administration of Program

a. Administrative responsibility for the Vital Materials Program in the Personnel Office has been vested with the Research and Planning Staff. The attached schedule, based on the results of the survey conducted by RPS, indicates the materials to be included in the Vital Materials Program. Deposits will be made through the Research and Planning Staff or with advice to the latter as indicated.

b. In accordance with the criteria stated in paragraph 2 and the general purpose of the program, each Division and Staff will help in maintaining surveillance over existing or developing material and aid in deciding whether such data should be included in the Vital Materials Program. To accomplish this purpose, the following steps are to be taken:

(1) An individual will be designated by each Division and Staff Chief to act as Vital Materials Representative and the name of the designee reported to the Research and Planning Staff. This individual should have a thorough familiarity with the operations of his Division and have extensive knowledge of documents and records which relate to these operations.

(2) The Vital Materials Representative will have the responsibility for a continuing review of material which might be considered as vital in nature. If such material is uncovered, a memorandum will be addressed to the Research and Planning Staff indicating the nature of the data, the amount of material involved, and the probable reasons for considering the material vital.

GEORGE E. MELON
Personnel Director

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Attachment

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